

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WISCONSIN

INFORMATION ABOUT FEDERAL JURY SERVICE

Welcome to jury service in the United States District Court for the Western District of Wisconsin. When you report to the courthouse you will receive information explaining your duties and responsibilities as a federal juror. This information will answer questions of a more immediate nature. We hope you will find your service as a juror an interesting and rewarding experience.

**LOCATION**

The U.S. Courthouse is located at 120 North Henry Street, at the corner of North Henry Street and West Mifflin Street. A map of the downtown area with parking ramp location can be accessed at <http://www.cityofmadison.com/parking/downtownMap.html>.

**TERM OF SERVICE**

The term of service is three months, as indicated on your summons. While you are “on call” for this period, you will only be required to physically report to the courthouse for the week(s) you are scheduled for service.

You can check our website or automated phone system to receive information on your reporting status with the court. Enter in your participant number, which is on your summons above your name and address, on the website or phone system to access your information. **During your “on call” period, you are responsible for verifying your weekly reporting status either by accessing our website at <http://jurorweb.wiwd.uscourts.gov> or by calling (608)264-5091 every Tuesday after 3:00 p.m..** Upon notification to report for service we **strongly suggest** that you verify your reporting status again after 6:00 p.m. on the evening prior to your reporting date for any last minute changes to your scheduled appearance.

**CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER**

**Please respond to the court by completing and returning the bottom portion of your summons within 10 days of receipt of summons.** You will receive phone messages from our automated calling system regarding jury service. Please make sure that we have a current home phone number where we may leave messages regarding jury service. It is also important that we have your correct address so you will receive all written notices and your payment for jury service. The U.S. Post Office cannot forward jury checks.

**REQUEST FOR PARTIAL EXCUSE**

If you require a partial excuse due to a business trip, vacation, or medical appointment during this period, you must provide documentation (itinerary from a travel agent, hotel/flight reservations, appointment notice) with your request. **Partial excuses should be submitted as early as possible. It is your responsibility to notify the court, prior to being scheduled to report, of your necessity for a partial absence from your jury term.** Although the court will make every attempt to accommodate these partial absences during your jury term, these absences **do not** constitute a valid reason for being excused for the entire three-month term.

**REQUESTS FOR EXCUSE**

**Any request for excuse must be submitted within 10 days of receipt of summons.** Requests submitted after this period, absent an emergency, cannot be considered. Jurors can submit a request for excuse by accessing our website at <http://jurorweb.wiwd.uscourts.gov>. Enter in your participant number, which is on your summons above your name and address, to access the website.

If serving on a jury during the three-month “on call” period, for which you are summoned, would result in an undue hardship for you, you may request to be deferred to a later three-month period. Requests for excuse due to medical reasons **must** be accompanied by a physician’s letter.

**REPORTING FOR SERVICE**

Report to Room 220, the Jury Assembly Room, on the second floor of the courthouse. It is important that you report on time because the orientation session will start promptly at 8:15 a.m.

Jury selections are scheduled on Mondays. Typically trials begin on the same day of jury selection with most of our trials lasting three to four days. Usually, trials begin at 9:00 a.m. and last until 6:00 p.m. There will be a one-hour recess for lunch. You will be on your own for lunch. There are several restaurants within easy walking distance of the courthouse.

**PARKING**

There is no reserved parking available for jurors on the small courthouse lot. A public parking ramp, the Overture Center Parking Ramp, is located southwest of the courthouse with entrances off Mifflin or Dayton Streets. The maximum the court will reimburse jurors for parking is \$7.00 per day. Jurors should not park at parking meters. Jurors are responsible for any parking violation notices.

**JURY SELECTION**

Names of prospective jurors are randomly selected from the State of Wisconsin list of actual voters in the most recent presidential election. Our office mailed a questionnaire to those selected to be completed and returned to the court. After the court determined those qualified to serve, names were randomly selected for a three month period.

**PAYMENT OF ATTENDANCE FEES AND TRANSPORTATION COSTS**

As a federal juror, you will receive \$40.00 for each day you report for jury service. Full-time, part-time or temporary employees of the federal government, excluding postal employees, who serve as jurors in federal court are not entitled to attendance fees unless you are in a non-pay status during all or part of your jury service. You will be reimbursed .485 cents per mile round trip from your home to the courthouse.

**CERTIFICATE OF ATTENDANCE**

Upon request the jury clerk will provide a certificate of attendance showing the date of service. Your employer may request this certificate.

**FAILURE TO REPORT**

Jurors who fail to report for jury duty and who have not been excused by the Court may be served a Show Cause Order by a United States Deputy Marshal. Those jurors will be ordered to appear before a federal judge to show cause why they should not be held in contempt of the Jury Selection Act. Contempt penalties range from a \$100.00 fine to three days imprisonment, or both. 28 U.S.C. § 1866(g).

**CONTACTING THE COURT**

If you have questions concerning your service in this court, please contact, Teresita Perales, Jury Clerk via email at [jury@wiwd.uscourt.gov](mailto:jury@wiwd.uscourt.gov), fax at (608)264-5925, or write to:

U.S. District Court Clerk  
Attn: Jury Clerk  
P.O. Box 432  
Madison, WI 53701-0432

**EMERGENCY NUMBERS**

If you need to contact the court in case of an emergency, **AFTER** business hours, please contact Teresita Perales at (608)261-5701.